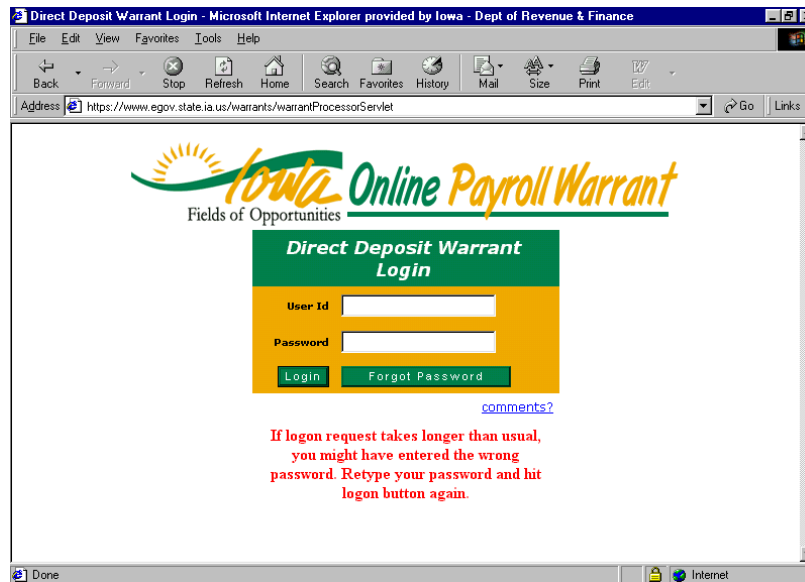


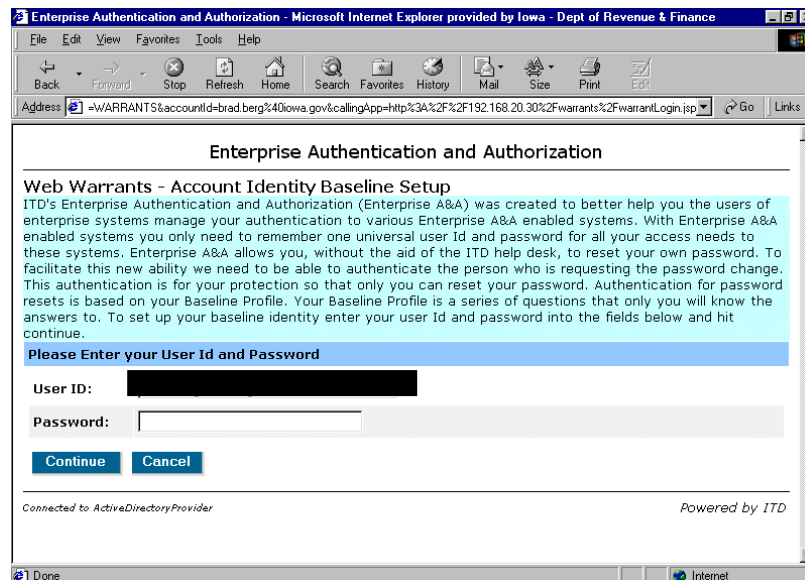
# ON-LINE PAYROLL WARRANT LOGIN PROCESS

1. Enter the following address in your web browser:  
<https://www.egov.state.ia.us/warrants/warrantProcessorServlet>
2. A "Welcome" screen will appear. Click on the "Continue to Log In" tab & the following will appear:



The screenshot shows a web browser window titled "Direct Deposit Warrant Login - Microsoft Internet Explorer provided by Iowa - Dept of Revenue & Finance". The address bar shows the URL <https://www.egov.state.ia.us/warrants/warrantProcessorServlet>. The main content area features the Iowa Online Payroll Warrant logo with the tagline "Fields of Opportunities". Below the logo is a green box with the text "Direct Deposit Warrant Login". Inside this box are two input fields: "User Id" and "Password", each with a corresponding "Login" button. Below the "Login" button is a link for "Forgot Password". Below the login box, there is a red text warning: "If logon request takes longer than usual, you might have entered the wrong password. Retype your password and hit logon button again." and a link for "comments?".

3. Enter your User ID as your email address, for example: [john.doe@iowa.gov](mailto:john.doe@iowa.gov) and then enter your current e-mail (network) password. Click "yes" when the "Security Alert" box appears. The first time you log in, the following will appear. Subsequent log-in's will bypass these screens.



The screenshot shows a web browser window titled "Enterprise Authentication and Authorization - Microsoft Internet Explorer provided by Iowa - Dept of Revenue & Finance". The address bar shows the URL <http://www.warrants.state.ia.us/warrants/warrantLogin.jsp>. The main content area features the title "Enterprise Authentication and Authorization" and a section titled "Web Warrants - Account Identity Baseline Setup". Below this section is a text block explaining the Enterprise A&A system and the need to set up a baseline identity. Below the text is a blue box with the text "Please Enter your User Id and Password". Below this box are two input fields: "User ID:" and "Password:". Below the "Password:" field are two buttons: "Continue" and "Cancel". At the bottom of the page, there is a status bar that says "Connected to ActiveDirectoryProvider" and "Powered by ITD".

# ON-LINE PAYROLL WARRANT LOGIN PROCESS

4. Enter the same User ID & password as in Step 3 and click on the “continue” tab. The following will appear:

**Web Warrants - Account Identity Baseline Setup**  
Web Warrants uses ITD's Enterprise Authentication & Authorization system which provides users, such as yourself, the ability to reset your password should you ever forget it. To facilitate this, we require you to provide us with question and answer pairs which is referred to as your identity baseline. In the event you forget your password, you will be provided with a link that states something like "forget your password" from the login screen. If you click that link you will be brought to an identity baseline verification page that will allow you to provide the answers to the questions you have selected. Once you answer all questions correctly, you will be able to change your password. For these reasons, it is important that you select and answer your questions carefully below. If you have any question concerning the operation of this system please contact ITD's Help Desk at 515-281-5703. ITD would like to thank you for your participation in this project.

**Select Questions from the dropdown boxes and enter corresponding Answers**

Question 1: [What was the name of your childhood pet?] [v]  
Answer 1: [ ] Confirm: [ ]

Question 2: [What was the name of your childhood pet?] [v]  
Answer 2: [ ] Confirm: [ ]

Question 3: [What was the name of your childhood pet?] [v]  
Answer 3: [ ] Confirm: [ ]

**Enter Identity Questions of your choice and corresponding Answers**

Question 4: [ ]  
Answer 4: [ ] Confirm: [ ]

Question 5: [ ]  
Answer 5: [ ] Confirm: [ ]

[Save Identity Baseline] [Cancel]

Connected as: brad.berry@iowa.gov to ActiveDirectoryProvider  
Powered by ITD

5. There are 5 confirmation questions that must be answered to establish your account identity baseline record. The first 3 questions must be selected from those provided. Use the drop down arrows and select 3 different questions. You must type the answer to the questions twice. Type in 2 questions unique to yourself and answer the questions (twice). If you should forget your password in the future, clicking on the “forget password” tab as shown in Step 2 will require you to answer these questions and reset your password. Click on the “Save Identity Baseline” tab. If all questions are established and answered correctly, the following screen will appear:

**Enterprise Authentication and Authorization**  
Message  
Identity Baseline data saved.  
To continue [click here](#)

Powered by ITD

6. Click on the “click here” link. Now that your identity baseline record is established, the system will force you to log in again. Steps 3 through 6 will need to be performed only the first time you log in.

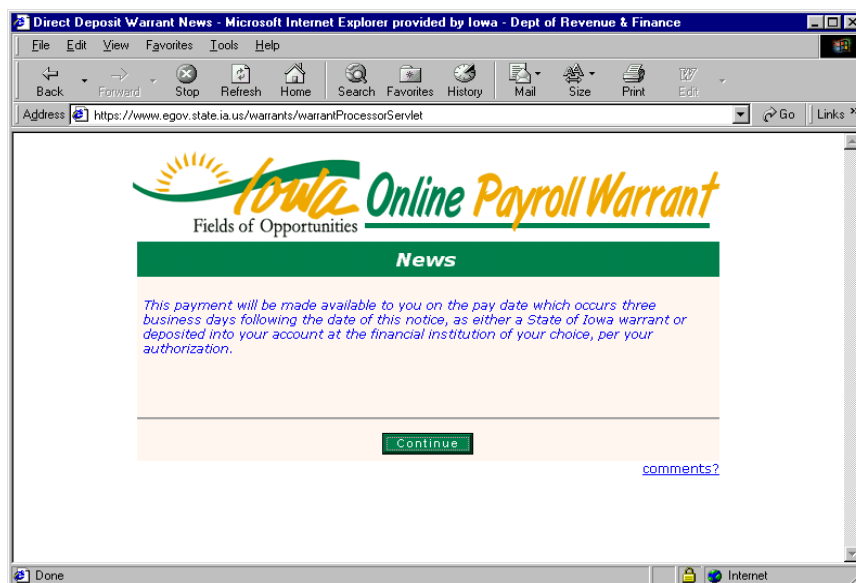
# ON-LINE PAYROLL WARRANT LOGIN PROCESS

7. For future reference, changing your network password will automatically change the password to this application. Passwords must be 8 characters in length and contain at least 3 of the following 4 characteristics.

1. English uppercase characters (A through Z)
2. English lowercase characters (a through z)
3. Base 10 digits (0 through 9)
4. Non-alphanumeric characters (e.g., !, \$, #, %)

User accounts will be locked after 3 unsuccessful login attempts. You may unlock your password by clicking on the "Forgot Password" tab on the Login screen and correctly answering the 5 questions established in Step 4. If you are unsuccessful in correctly answering the questions, call the ITE help desk at (515) 281-5703 to unlock your account.

8. Once logged in, the following "News" box will appear. The "News" page will contain information previously printed on a payroll insert. Click on "Continue".



9. The page below displays the detail of the most recent warrant. Use the scroll bar to the right to move up and down the detail page.



# ON-LINE PAYROLL WARRANT LOGIN PROCESS

10. Clicking on the "History Button" displays select information for the current & previous calendar years. Clicking on the "Warrant Detail" tab adjacent to any pay period will display the "Warrant Detail" screen for that pay period.

Name	Position Number	Warrant Type	Net Pay	Pay Period Begin	Pay Period End	Hours Regular	Hours Overtime
WarrantDetail		PAYROLL		10-11-2002	10-24-2002	80.00	
WarrantDetail		PAYROLL		09-27-2002	10-10-2002	80.00	
WarrantDetail		PAYROLL		09-13-2002	09-26-2002	80.00	
WarrantDetail		PAYROLL		08-30-2002	09-12-2002	80.00	
WarrantDetail		PAYROLL		08-16-2002	08-29-2002	80.00	
WarrantDetail		PAYROLL		08-02-2002	08-15-2002	80.00	
WarrantDetail		PAYROLL		07-19-2002	08-01-2002	80.00	
WarrantDetail		PAYROLL		07-05-2002	07-18-2002	80.00	
WarrantDetail		PAYROLL		06-21-2002	07-04-2002	80.00	
WarrantDetail		PAYROLL		06-07-2002	06-20-2002	80.00	

11. You may change your password by clicking on the "Change Password" tab from the "Warrant Detail" screen.

**Direct Deposit Warrant Change Password**

User Id

Enter Old Password

Enter New Password

Confirm New Password

*Note: Passwords should contain a minimum of 8 alphanumeric characters (a mix of upper and lower case) including at least one special character.*